

Job Description

Project Manager/M Level/PG17

MINIMUM QUALIFICATIONS

Description of Duties: Under general supervision and guidance of the District Program Manager or higher level project managers, serves as an entry level project manager for transportation infrastructure projects from scope development to project closeout. Independently manages the scope, budget and schedule of assigned projects and ensures that the projects stay on schedule and remain within budget. Communicates with Program Manager. Assigns work to subordinate staff such as the Assistant Project Manager.

AGENCY SPECIFIC QUALIFICATIONS:

A four-year degree AND two years of related professional experience OR A two-year degree AND two years of related technical experience. (NOTE: To receive credit for related professional/technical experience, experience must be in the following fields: business management, architectural, commercial, construction project management, maintenance management, manufacturing management, design engineering, environmental or transportation planning, or civil-engineering or transportation-related experience)

- A basic knowledge of project management principles and practices
- Ability to adapt to new and challenging situations while continually acquiring knowledge to improve skills
- Ability to guide teams toward successful outcomes and attainment of organizational objectives; is self-motivated and results oriented
- High level proficiency in written and verbal communication, proof reading and editing
- Ability to resolve disputes among others effectively
- Ability to work directly and effectively with people, groups and organizations, including understanding and meeting their needs while effectively communicating inherent limitations
- Ability to facilitate positive dialogue among others with the goal of resolving differences and reaching compromises
- Ability to identify and analyze various types of problems along with creating workable solutions
- Requires statewide travel

PREFERRED QUALIFICATIONS:

- Experience in transportation projects in one or more of the following areas: business management, architectural, commercial, construction project management, maintenance management, manufacturing management, design engineering, environmental or transportation planning, or civil-engineering or transportation-related experience.

- Two year of successful project management experience
- Knowledge of the Project Management Process
- Possession of a Construction Industry Institute (CII), Certified Associate of Project Management (CAPM), or Project Management Professional (PMP) certification
- Familiarity with related technological developments and be able to integrate new technology to manage and improve program effectiveness
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Reacts to project adjustments and alterations promptly and efficiently

Project Manager (PM) primary duties are:

Responsible for coordinating activities of project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of project. The workload of a Project Manager will consist primarily of moderately complex projects or project phases, but may include other projects as required by unit workload for developmental purposes. Under limited supervision the PM:

1. Effectively applies project management tools and practices

- a. With input and confirmation from all relevant stakeholders, develops a complete individual Project Delivery Plan, which may include the Project Team Initiation Process, Concept Report, or other items that may be needed to define the scope of the project.
- b. Establishes an adequately detailed change management plan for the project and communicates this plan to all appropriate stakeholders.
- c. Completes a well-informed and well-researched risk management analysis and risk mitigation plan.
- d. Coordinates the development of an acceptable project schedule.
- e. Manages public participation at the appropriate level for each affected party or group: inform, consult, involve, collaborate, empower.
- f. Makes Progress Reports to District Program Manager, or to others, that communicate all essential information including such elements as: current status, recent accomplishments, risks, and critical issues.
- g. Maintains technical knowledge and expertise by reading current technical and industry-related reports, articles, and books, and attending related seminars, conferences, and training sessions.
- h. May serve on committees, groups, or task forces to provide specialized support, as designated, for the office, Department, or an external stakeholder.

- i. Learns and understands the Metropolitan Planning Organization (MPO) and/or STIP process.

2. Manages projects and achieves project milestones

- a. Manages the project schedule for contributing activities of individual phase teams throughout the development and delivery of projects.
- b. Resolve issues affecting scope, schedule, and budget effectively and in a timely manner.
- c. Makes sound decisions based on experience and project management principles; uses judgment and logic to identify alternatives to solve project problems.
- d. Participates actively in project status meetings with various parties; provides accurate and pertinent information; shares suggestions that can be applied to other PMs' projects.
- e. Meets regularly with phase leaders to review work progress and resolve any problems to keep projects on schedule; proactively addresses challenges before being forced to do so by events.
- f. Reviews all TPro and Primavera entries for schedule compliance. Ensures the accuracy and timeliness of inputted data, but not less frequently than bi-weekly.
- g. Maintains current knowledge on project progression.
- h. Coordinates the development of schedule recovery plans as needed to return project to approved schedule. Immediately escalates issues to District Program Manager.

3. Coordinates project budget and performs funds management

- a. Coordinates the development of a reliable project budget.
- b. When applicable, initiates DOT 1625 form for funds authorizations and allocations for assigned projects.
- c. Resolves issues affecting budget effectively and in a timely manner; makes sound, well informed decisions based on experience and project management principles and practices.
- d. Verifies that invoiced work is satisfactory Approves invoices and uses contract management information system (CMIS) to ensure payment process through Contracts Payable.
- e. Assists contract specialist and Contracts Payable staff to resolve any invoice-related problems that arise.
- f. Ensures that funds estimated for each phase are allocated appropriately.
- g. Makes necessary adjustments as needed to ensure that a given project is the most efficient design possible and that rework on the project is kept to a minimum.
- h. Updates project cost estimates in accordance with current GDOT policies. Works with Engineering Services to secure latest cost estimates for the project and submits estimates for inclusion in TPro.
- i. Takes immediate action if actual cost varies from cost projections and verifies that current cost estimates are accurately reflected in the STIP.

4. Coordinates the development of assigned projects

- a. Ensures the development of clearly defined, practical project concept by research and sound analysis, and participates in and conducts concept team meetings.
- b. Ensures accurate meeting minutes are prepared and distributed.
- c. Requests, schedules, organizes and participates in public meetings, VE studies, constructability reviews, etc. for assigned projects, when required.
- d. Ensures stakeholder input is collected and addressed.
- e. Coordinates preliminary and final construction quantities and cost of alternate designs.
- f. Manages and coordinates the development of projects in accordance with **Plan Development Process**, including all proper documentation.
- g. Ensures timely receipt and dissemination of project information including environmental documents, cost estimates, project plans, and other reports/studies on a timely basis to facilitate timely project progression.
- h. Ensures revisions to construction plans are completed so that construction is not unduly affected, coordinates responses to Requests for Information from field personnel.
- i. Requests and attends preliminary field plan reviews, final field plan reviews, and constructability reviews.
- j. Responds to and resolves comments from the Field Plan Review report.
- k. Reviews (or coordinates the review by SME) plans prepared by consultants and others to ensure compliance with all Department guidelines.

5. Manages contracts and supports the construction phase

- a. For GDOT sponsored projects, initiates the PTIP process to develop project scope so that procurement of consultant services may begin, if applicable.
- b. Coordinates the development of internal man-hour estimates.
- c. Conducts or attends scoping and negotiation meetings.
- d. Reviews contract and ensures that consultant services are being performed in accordance with the contract, reviews monthly invoices and progress reports against the project schedule and monitors progress of plans.
- e. Completes consultant evaluation in accordance with policy.
- f. Initiates agreements with local governments, monitors execution, and ensures compliance with agreements throughout project development.
- g. Participates in transition conferences.
- h. Resolves design-related issues affecting construction in a timely manner by engaging SMEs or outside agencies when required.
- i. Processes amendments for letting and use on construction revisions in a timely manner.
- j. Assures that environmental “Green Sheet” documents are incorporated into the construction documents, and that the construction phase team leader and is informed of these commitments at the transition conference.

- k. Assists construction personnel in accordance with current policy in final project closeout.